



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	II	Intake Investigation and Response	
Chapter:	C	Initial Response	11-29-2010
Subchapter:	9	Case Opening or Closure	
Issuance:	300	<b>Documentation of Cases to be Opened for Service</b>	

### Documentation, Cases to be Opened for Services 11-29-2010

For cases being opened for CP&P services, the assigned Worker shall prepare his or her case recording in NJ SPIRIT, and the Supervisor shall review and approve that work, within:

- Sixty (60) calendar days of assignment of a CPS report from State Central Registry to the Local Office;
- Sixty (60) calendar days of assignment of a child welfare service (CWS) assessment from State Central Registry to the Local Office; or
- Thirty (30) calendar days of a child entering out-of-home placement, whichever comes sooner.

Complete the Case Plan, CP&P Form [26-81](#).

Ideally, the plan is developed at a Family Team Meeting, and specifies the services or actions needed to resolve identified problems, reduce or eliminate risk, and select, and ultimately achieve, the case goal. The Case Plan specifies who will provide the needed services and the anticipated time frame for providing each service. See [CP&P-III-B-1-100](#), Case Plan, [CP&P-III-B-4-400](#), Case Goals, and [CP&P-III-B-5-500](#), Family Engagement.

The Initial Response Program permits 60 calendar days for completing the investigation/assessment, making a finding determination, documenting casework activities and decision-making in NJS, and completing the Case Plan.

In respect to this overall timeframe - 60 calendar days - the Worker completes DCF Form [2-1](#) or [3-1](#), the Investigation Summary or the CWS Assessment Summary, Contact Activity Notes, and the Case Plan, CP&P Form [26-81](#), as soon as the response is completed and needed information is gathered. To allow adequate time for supervisory review, the Worker completes this work in NJ SPIRIT no later than 45 days

following case assignment from SCR. The Supervisor is given 15 days to review and approve the work.

For children entering placement during the initial response period, the Worker completes the Case Plan, CP&P Form [26-81](#), within 20 days from assignment, leaving 10 days' time for supervisory review and approval.

The Division shall further document the Case Plan (CP&P Form [26-81](#)) in NJS at least once every six months after the initial documentation.

The assigned Worker also completes CP&P Form [26-87](#), Desired Family Outcomes and Specific Activities. For cases in litigation, also complete CP&P Form [26-80](#), Court Report, in NJS.

See [CP&P-III-C-6-100](#), Case Recording.

#### **Related Policies and Related Forms 11-29-2010**

- [CP&P-III-B-4-400](#), Case Goals
- [CP&P-III-C-6-100](#), Case Recording
- [CP&P-III-B-1-100](#), Case Plan
- [CP&P-III-B-5-500](#), Family Engagement
- DCF Form [2-1](#), Investigation Summary
- DCF Form [3-1](#), CWS Assessment Summary
- CP&P Form [26-80](#), Court Report
- CP&P Form [26-81](#), Family Summary/Case Plan
- CP&P Form [26-87](#), Desired Family Outcomes and Specific Activities